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REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Reference No. 20RSSO07-204

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY- REGIONAL STATISTICAL SERVICES OFFICE -7 (UNDER CONTRACT OF SERVICE WORKER) FOR THE HIRING OF ADMINISTRATIVE AIDE VI AND ADMINISTRATIVE AIDE IV

Posting Period : 16-25 March 2020
Filing Period : 16-25 March 2020 (except Saturdays, Sundays
and Holidays)
Deadline of Submission: 5:00 PM 25 March 2020
Where to File Applications : **ARIEL E. FLORENDO**
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St. Cebu City
Telephone nos. (032) 412-6794 & 254-0470

Applicants are required to submit the following:

1. Application letter stating the specific position title with salary (SG) level and specific division or place of assignment as posted. An applicant may apply for a maximum of two (2) positions regardless of occupational group;
2. Three (2) original copies of duly accomplished Personal Data Sheet (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 2012. Revised 2017) duly subscribed and sworn to by an authorized administering officer;
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907); if applicable
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training; and
6. Certificate of Experience relevant to the position

Additional instructions for strict compliance:

1. All applicants are required to submit their application addressed to:

ARIEL E. FLORENDO
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St.
Cebu City

2. Applicants may submit personally or through courier.
3. Electronic filing of applications will not be accepted.
4. Applicants who sent application and documents through courier must submit, within three (3) calendar days from sending thereof, the return slip of tracking number receipt through email at psa07.rso@gmail.com
5. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. None presentation of any of these documents will automatically disqualify the applicant.
6. Applicant and documents submitted after the deadline on 25 March 2020 at 5:00 PM will not be accepted.
7. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:


ARIEL E. FLORENDO
Regional Director